

STADIUM COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Stadium Coordinator exists is to plan and coordinate the full utilization of the Scottsdale Multi-use Sports and Cultural Arts facility in the Community Services Department. This classification is supervisory. Work is performed under general supervision by the Service Area Manager.

ESSENTIAL FUNCTIONS

Meets with various corporate groups, tour organizers, concert organizers and athletic organizations to coordinate their use of the sports/art facility.

Works with Scottsdale Police Department, Risk Management, Scottsdale City Council and Scottsdale Parks and Recreation Commission regarding contracts and usage of the stadium by various internal and external organizations such as the Scottsdale Cultural Arts Council, Scottsdale Charros, the Little League groups and various major league baseball teams.

Establishes a fee structure for the facility, which will return revenue to the City while providing an affordable facility for use by the public. Administers the Fees and Charges Ordinance.

Attends evening and weekend events that are held at the facility.

Supervises staff that process contracts and track facility usage. Recommends selection of employees to the manager; conducts regularly scheduled meetings with employees; meets with employees as needed to resolve problems; assists in implementing and monitoring employee relations programs; prepares and gives performance reviews; recommends employees for superior performance bonus awards; recommends and prepares disciplinary actions. Supervises various management and professional staff and clerical staff. Observes and monitors services for effectiveness and quality control.

Works with the manager and grounds maintenance staff to assure proper grounds maintenance and repairs of facility and necessary setting up of equipment, stages, lights, etc. for events.

Prepares and presents quarterly and annual reports on usage and finances of facility.

Develop, prepare and monitor an annual budget for all necessary expenditures.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Establishing a fee and charge structure

Billing and contract arrangements for a multi-use facility.

Must have good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Ability to:

Demonstrate proficiency with a personal computer and related software.

Prepare quality reports and make presentations to groups such as the Scottsdale City Council, commissions and other groups.

Collect and analyze data in order to make recommendations in verbal and written form

Make mathematical calculations
Draw logical conclusions.
Comprehend and make inferences from written material and verbal and/or written instructions.
Deal tactfully and work effectively with facility users.
Establish and maintain effective working relations with co-workers, all levels of City staff, Scottsdale City Council, Scottsdale Cultural Arts Council, commissions, and other similar groups.
Analyze facility space availability and make sound judgments on facility use requests.
Maintain regular consistent attendance and punctuality.
Work evenings and weekends.
Effectively supervise clerical and grounds maintenance staff.

Education & Experience

Bachelor's degree in Business Administration, Marketing, or a related field.

A minimum of 4 years progressive experience in marketing, scheduling, and staging theatrical productions, major league baseball games, concerts, and other events

Supervisory experience.

Experience in establishing a fee and charge structure, billing and contract arrangement for a multi-use facility.

FLSA Status: Exempt

HR Ordinance Status: Unclassified